



Regional Universities Forum for Capacity Building in Agriculture (RUFORUM)

Plot 151/155 Garden Hill, Makerere University, Main Campus, P.O. Box 16811 Wandegeya, Kampala, Uganda

Ref: RUF/EOI/IA/08/17

Call for expression of interest to provide External Audit services to RUFORUM for the year 2017/2018

Background

The Regional Universities Forum for Capacity Building in Agriculture (RUFORUM), a consortium of 66 Universities in Africa, works with relevant stakeholders of agricultural tertiary education in ECSA to build the innovative capacities of universities to engage with development processes through effective training, research and outreach.

RUFORUM prides itself as a knowledge-based, international Non-Governmental Organization with a commitment to enrich and sustain the lives and livelihoods of smallholder and rural based poor farmers in the ECSA. To help achieve its vision and mission, RUFORUM's internal operations are guided by six core values of Equity and Fairness, Diversity, Voice and participation, Knowledge and Creativity, Humility and Respect, and Honesty and Integrity.

RUFORUM wishes to engage the services of an External Auditor of international reputation for the year 2017-2018 in accordance with the statutory requirements, International Reporting Standards Guidelines and International Standards on Auditing (ISA).

Scope of the Assignment

The audit will be conducted in accordance with ISA as published by the International Auditing and Assurance Standards Board of the International Federation of Accountants (IFAC), with special reference to ISA 800 (Auditor's Report on Special Purpose Audit Engagements) and relevant World Bank guidelines.

The audit for financial year 2017-2018 will involve a visit to five member universities to audit the projects funded by RUFORUM. These include: Egerton University, Gulu University, Makerere University, University of Botswana and University of Gezira. In conducting the project audit, special attention should be paid to the following:-

- a) Funds have been used in accordance with the relevant general conditions, relevant financing agreements and disbursement letters, with due attention to economy and efficiency, and only for the purposes for which the financing was provided;
- b) Goods and services financed have been procured in accordance with the relevant general conditions, relevant financing agreements and disbursement letters;
- c) Necessary supporting documents, records, and accounts have been kept in respect of all Project ventures including expenditures reported via Summary Report (or Interim Un-audited Financial Reports (Interim Reports)) if used as the basis of disbursement, or Designated Accounts (DAs). Clear linkages should exist between the accounting records and the financial reports presented to the Bank.
- d) Where Designated Accounts have been used, they have been maintained in accordance with the provisions of the relevant general conditions, relevant financing agreements and disbursement letter.

e) The accounting records have been prepared in accordance with generally accepted accounting principles and practices and relevant World Bank guidelines, and give a true and fair view of the financial position of the Project as at financial year-end and of the resources and expenditures for the fiscal year then ending.

f) Review the compliance on each of the financial covenants as per the donor Agreements especially to ensure compliance for the conditions under which the funds were released.

Audit Reports

The auditors will issue an audit opinion on RUFORUM Secretariat's Financial Statements. In addition to the audit opinion, the auditor will prepare a "management letter," in which the auditor will:

a) Give comments and observations on the accounting records, systems, and controls that were examined during the course of the audit;

b) Identify specific deficiencies and areas of weakness in systems and controls and make recommendation for their improvement;

c) Report on the lack of compliance of each financial covenant in the relevant financing agreement;

d) Communicate matters that have come to their attention during the audit which might have a significant impact on the operations of the organization; and

e) Include management's comments in the final management letter.

Deliverable and time schedule

The external audit is expected to be conducted during July 2018 to August 2018 and the final report presented to the RUFORUM Annual General Meeting in October 2018. In addition, the firm will produce reports on Finance verification at each university visited. The firm shall submit Draft

Final Report in hard copy and an electronic version within seven (7) days upon completion of assignment to the Executive Secretary

The Final Report, in five (5) hard copies and an electronic version shall be submitted to the Executive Secretary within seven (7) days on receipt of management's comments.

Duration of Assignment

The contract will be for one year in accordance with the Uganda statutory regulations, and the audit exercise will be for a period of twenty (20) Man-Days with possibility of extension.

Location of Assignment

The assignment will be carried out at the RUFORUM Secretariat,

Plot 151/155, Garden Hill, Makerere University, Main Campus, Kampala, Uganda; Email: secretariat@ruforum.org; Tel: +256-417-713-300

Requirements

The Lead Consultant should be an internationally qualified auditor (CPA, ACCA or its equivalent) with experience in donor accounting and financial management and should have a minimum of five years experience in the field with experience in statutory and project auditing. The Firm should have strong knowledge and experience (minimum of 10 years) in donor account auditing. The firm should have Specific experience in World Bank, European Union, and USAID Accounts auditing.

Applications

Please send (via e-mail) expression of interest, Proposals quoting the reference number: **RUF/EOI/IA/08/17** (both technical and financial), and Comprehensive curriculum vitae of the audit team members, to: **The Executive Secretary, RUFORUM, Plot 151/155, Garden Hill, Makerere University, Main Campus, Kampala, Uganda; Email: secretariat@ruforum.org/j.aweko@ruforum.org ; Tel: Tel: +256-417-713-300.**

Applications will be accepted up to 28th August 2017

Date of release of advert: 18th August 2017